

IT POLICY LETTER	NUMBER: ITPL 09-XX
SUBJECT: LOW POWER COMPUTING	DATE ISSUED: XXX XX, 2009 EXPIRES: Until Rescinded
REFERENCES: Government Code § 11545 State of California Purchasing Authority Manual, Chapter 3, Topic 9	ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER
DISTRIBUTION	Agency Secretaries Agency Information Officers Department Directors Department Chief Information Officers
PURPOSE	<p>To further the Legislative intent of the Global Warming Solutions Act (AB 32) and Government Code 11545(b)(3), the purpose of this Policy Letter is to reduce energy consumption by state agencies¹ thereby reducing greenhouse gas emissions, and to minimize overlap, redundancy and cost in state operations by promoting the efficient and effective use of Information Technology (IT).</p> <p>Specifically, this letter:</p> <ol style="list-style-type: none"> 1) Establishes directives for the procurement of new and replacement IT hardware by state agencies and incorporates green technologies into the state's information technology infrastructure by state agencies. 2) Establishes target Electronic Product Environmental Assessment Tool (EPEAT) levels for equipment purchases. 3) Defines exemptions to this policy and the exemption approval process.
POLICY	<p>Effective immediately, the following identified IT equipment shall be replaced at end-of-life with equipment that is certified Energy Star and / or compliant with EPEAT. When presented with the option of EPEAT Silver or Gold level, agencies shall choose EPEAT Gold unless it represents a significantly greater cost that is not offset by reduced power utilization.</p> <p>In addition, several of the devices listed below shall be replaced by different types of equipment that are more energy efficient.</p> <ol style="list-style-type: none"> 1) Desktop and Mobile Computing: Procure the lowest power computing devices that meet business requirements, including consideration of acquisition cost and energy savings. For example, desktop computers may be able to be replaced with a laptop or thin client computer. Employees should be limited to one computer except when justified by specific job requirements. (A decision

¹ When capitalized, the term "Agency" refers to one of the state's super agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office, department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

	<p>matrix for guidelines regarding replacement with either desktops or laptops is included in Attachment A.)</p> <ol style="list-style-type: none"> 2) Monitors: Replace Cathode-Ray Tube (CRT) monitors with Liquid Crystal Display (LCD) monitors. 3) Printers: Replace printers with models that have energy saving features. 4) Other Office Equipment (Copiers, Scanners and Faxes): Replace single use office devices with multi-function devices that have energy saving features.
APPLICABILITY	<p>This policy applies to the acquisition of new and replacement IT hardware by any office, department, board, bureau, commission or other organizational entity within the state government.</p>
EXEMPTIONS	<p>Exemptions are limited to operational needs; agencies shall determine and justify the exemptions based on the functions performed by the devices needing replacement.</p> <p>Any exemption must be approved, in writing, by the Agency Information Officer (AIO), or the department's Chief Information Officer (CIO). Exemption requests must be retained for three years and be available for the OCIO to review upon request. Exemption requests must contain, at minimum, the employee name, date of request approval, and the justification for the exemption.</p>
PROCEDURES	<p>Agencies shall identify non-compliant devices and develop and implement a transition plan to replace the equipment with lower power computing devices during the agency's equipment replacement cycle.</p>
DEFINITIONS	<p>For this policy, the following definitions apply:</p> <ul style="list-style-type: none"> • Desktop Computer: a personal computing device designed to remain in a fixed location. • Electronic Product Environmental Assessment Tool (EPEAT): the EPEAT program assesses the environmental performance of equipment and ranks devices in three tiers, Bronze, Silver, and Gold. EPEAT Silver is the current state baseline standard. • Energy Star: a Federal standard for energy efficient consumer products. • Laptop computer: a personal computing device designed for mobile use. • Thin Client: a computing device that depends upon a central server for processing activities, primarily conveying input and output between the user and the remote server.
CONTACT	<p>Questions concerning this policy should be directed via email to Adrian Farley, Chief Deputy Director, Office of the Chief Information Officer: adrian.farley@cio.ca.gov.</p>

SIGNATURE

Teri Takai,
Chief Information Officer
State of California

Desktop or Laptop Decision Matrix

The following guidelines include consideration of energy use reduction and total cost of ownership. In most situations, an employee should have no more than one piece of equipment; i.e., either a laptop or a desktop. Occasionally job duties may necessitate an employee having both a laptop and a desktop, as indicated below. Each item contains an assumption that the equipment is a necessary component to performing one's job. This decision matrix does not apply to employees who do not need computers to perform their jobs:

Item	Description	Desktop	Laptop
1	Employee is a mobile employee working regularly outside the office.		X
2	Employee is a salaried employee, working two hours or more per week outside the office.		X
3	Employee's primary duties are typical office duties generally within normal office hours (e.g., analysts, support staff.)	X	
4	Employee's job duties include the use of products having the most features and requiring the fastest performance or the use of specialized software (e.g., computer-aided design, testing laboratory).	X	
5	Computers used in classrooms, kiosks, or reception areas.	X	
6	Employee's job duties include those described in 3, above, and the employee also works outside of the office. (If the employee requires two devices, an exemption request must be approved.)	X	X